

RUTGERS

School of Public Affairs
and Administration | Newark

Generating
knowledge and
best practices in
public and nonprofit
management



Rutgers SPAA | spaa.newark.rutgers.edu

RU-Ready for a Virtual Internship
April 30, 2020 – 3:00pm

AGENDA

- **Welcome**
- **Chat-Box Check-in**
- **Introductions**
- **Presentation**
- **Remarks**
- **Q & A from Participants**
- **Closing Remarks**

INTRODUCTIONS



Michael Dillard



Rachel Emas



Aaron Gibbs



Madinah Hamidullah



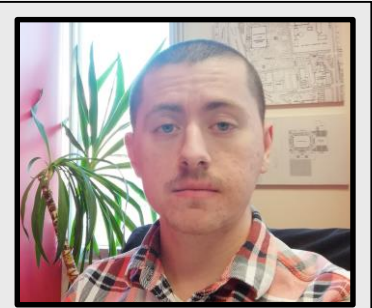
Alyssa LaPatriello



Lindsey McDougale



Reena Patel



Joshua Richey

Rutgers SPAA

- **Founded in 2006**
- **13th in Public Management and Leadership by U.S. News & World Report**
- **15 degree and certificate programs**
- **6 research centers and institutes**
- **25+ full-time faculty**
- **5 National Academy of Public Administration (NAPA) Fellows**
- **1700+ alumni**
- **500+ graduate students**
- **300+ undergraduate students**



2020 - 21
10 & 45

REQUIREMENTS

Undergraduate (BA) – 4 crs.

- Currently Enrolled in Semester
- Complete 12 credits – TR
- Complete 24 credits – FY
- 2.000 - Good Academic Standing
- Completion of Major Courses
- International Students (F1/J1)*

INTERNSHIP REQUIRED FOR GRADUATION

Complete 150 hours

Register for Service Learning Course

Student/Supervisor Complete Questionnaire

Register on Handshake Platform

Attach Resume

Attach Job Description/ Offer Letter

Submit Mid-semester & Final Evaluation

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Graduate (MPA) – 3 crs.

- Encourage for pre-career and career-changing students
- Limited to one 3-credit internship
- Must be related to student's concentration
- International Students (F1/J1)*

INTERNSHIP NOT REQUIRED FOR GRADUATION

Submit Completed Questionnaire

Questionnaire must be approved by site supervisor, faculty supervisor, and MPA Director

Submit work plan, learning goals

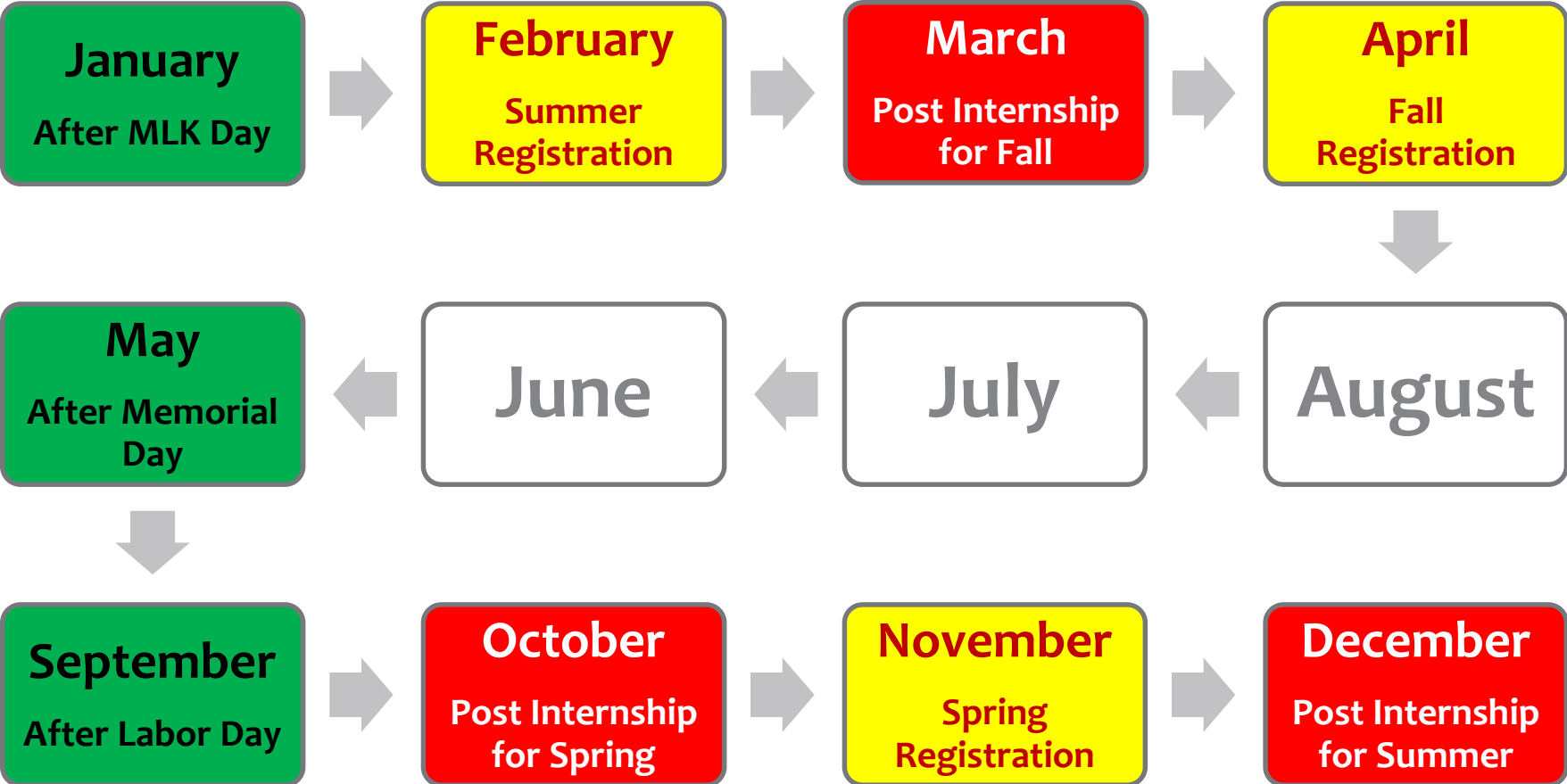
Complete 150 hours

Submit mid-semester and final evaluations

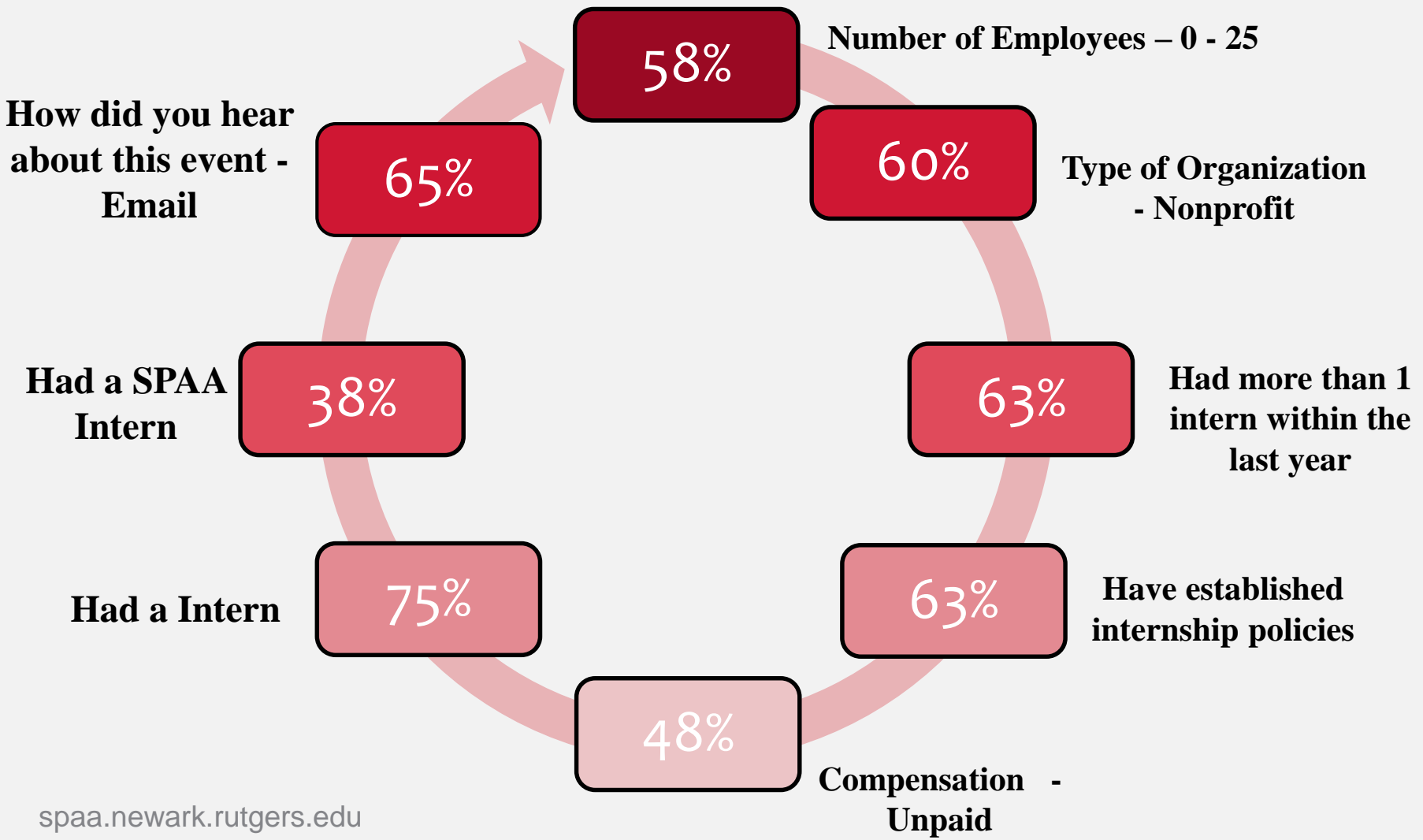
Submit a 10-20 page research paper

TIMELINE

“When do you need interns the most?” – 55% year round



REGISTRATION RESPONSES



RU-Ready 4 a Virtual Intern

Is your organization prepared to host a virtual/remote internship? – 66% - Maybe

Definitions/Descriptions:

Internship - is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. www.naceweb.org

Virtual/Remote Internships - are internships done entirely via email, online, chat, or phone. Remote internships are easier to fit into a students' schedule.

Virtual internships:

- Require Planning
- Learning Outcomes and Goals
- Deliverables and Deadlines
- Clear Expectations
- Constant Communication

7-point CRITERIA

National Association of Colleges and Employers – <https://www.nacweb.org>

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

SKILL SETS

“In order to hire a qualified intern/employee, what skills should they possess?”

Primary

Communication
Computer
Critical Thinking
Customer Service
Adaptability/
Flexibility

Secondary

Detail Orientaed
Social Media
Active Listening
Time
Management
Problem Solving

Third

Analytical/
Technical
Emotional
Intelligence
Team Building
Budgeting

1. Skill sets should be aligned to job description, tasks, assignments, and projects
2. Interview is ESSENTIAL
3. Provide examples of when skill sets are required
4. Feedback should be provided in weekly meetings, check-in's or updates

PLANNING = SUCCESS

Choose the best platform: ZOOM, WebEx, Google, Microsoft Teams, Skype, GoToMeeting

Appoint Designated Person: Director; Program Asst. Coordinator, or Manager; Chief Clerk

Detailed Job Description: Projects, Timeline, Supervisor, Deliverables, & Deadlines

Communication: Interview, Weekly Check-in, Feedback, Mid-point Check-in, Guidance, Mentor

Schedule Training/Orientation/Introductions: History/Culture of Organization

Incentives: Hourly Rate, Lump-sum Stipend, Travel Expenses, Letters of Recommendations

Evaluations: Pre- and Post Assessment, Mid-point and Final Evaluations, Student, Supervisor, Organization

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Q & A

Resources:

- SPAA – <https://spaa.Newark.Rutgers.edu>
- Twitter - @RutgersSPAA
- LinkedIn – Rutgers School of Public Affairs and Administration
- Facebook – Rutgers School of Public Affairs and Administration - SPAA
- Rutgers University – Newark Career Development Center – <https://careers.Newark.Rutgers.edu>
- Dept. of Labor Internship Guidelines - <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>